R E P O R T R E S U M E S

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COLORADO STATE PLAN FOR ADULT BASIC EDUCATION UNDER PROVISIONS OF ADULT EDUCATION ACT OF 1966 (PL 89-750, NOV 3, 1966).

COLORADO STATE DEPT. OF EDUCATION, DENVER

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LACK OF FINANCES, QUALIFIED PERSONNEL, AND TRAINING OPPORTUNITIES IN INSTITUTIONS OF HIGHER LEARNING MADE THE PROBLEMS OF EDUCATING THE 250,000 COLORADO ADULTS WITH LESS THAN EIGHT YEARS OF FORMAL SCHOOLING DIFFICULT TO ATTACK. UNDER THE ECONOMIC OPPORTUNITY ACT OF 1964, A COOPERATIVE EFFORT WAS BEGUN BY SCHOOL DISTRICTS AND OTHER AGENCIES TO PROVIDE ADULT BASIC EDUCATION. THE ADULT EDUCATION ACT OF 1966, UNDER WHICH ADULT BASIC EDUCATION IS NOW IMPLEMENTED, PROVIDES THE SAME GENERAL PATTERN FOR CONDUCTING THIS PROGRAM. THIS STATE PLAN OUTLINES SUCH ORGANIZATIONAL ARRANGEMENTS FOR IMPLEMENTING THE ACT AS DESIGNATION OF THE COLORADO DEPARTMENT OF EDUCATION AS STATE AGENCY, CUSTODY OF FUNDS, DUTIES OF THE DIRECTOR AND CONSULTANT, COMPOSITION OF THE ADVISORY COMMITTEES, PROGRAM GOALS AND MEANS OF ATTAINING THEM, AND COOPERATIVE ARRANGEMENTS BETWEEN THE STATE EDUCATIONAL AGENCY AND STATE HEALTH AUTHORITY AND ANTI-POVERTY EFFORTS. REGULATIONS FOR INITIATING SPECIAL PROJECTS, TEACHER TRAINING, AND RESEARCH, STATE FISCAL CONTROL AND ACCOUNTING PROCEDURES, AND PROCEDURES FOR ADMINISTRATIVE REVIEW AND EVALUATION ARE INCLUDED. THE APPENDIXES ARE THE AUTHORITY OF THE STATE BOARD OF EDUCATION AS WRITTEN IN THE COLORADO SCHOOL LAWS, COLORADO DEPARTMENT OF EDUCATION ORGANIZATION CHART, AND COOPERATIVE AGREEMENTS BETWEEN THE DEPARTMENT OF EDUCATION AND THE DEPARTMENTS OF PUBLIC HEALTH AND PUBLIC WELFARE. (AJ)

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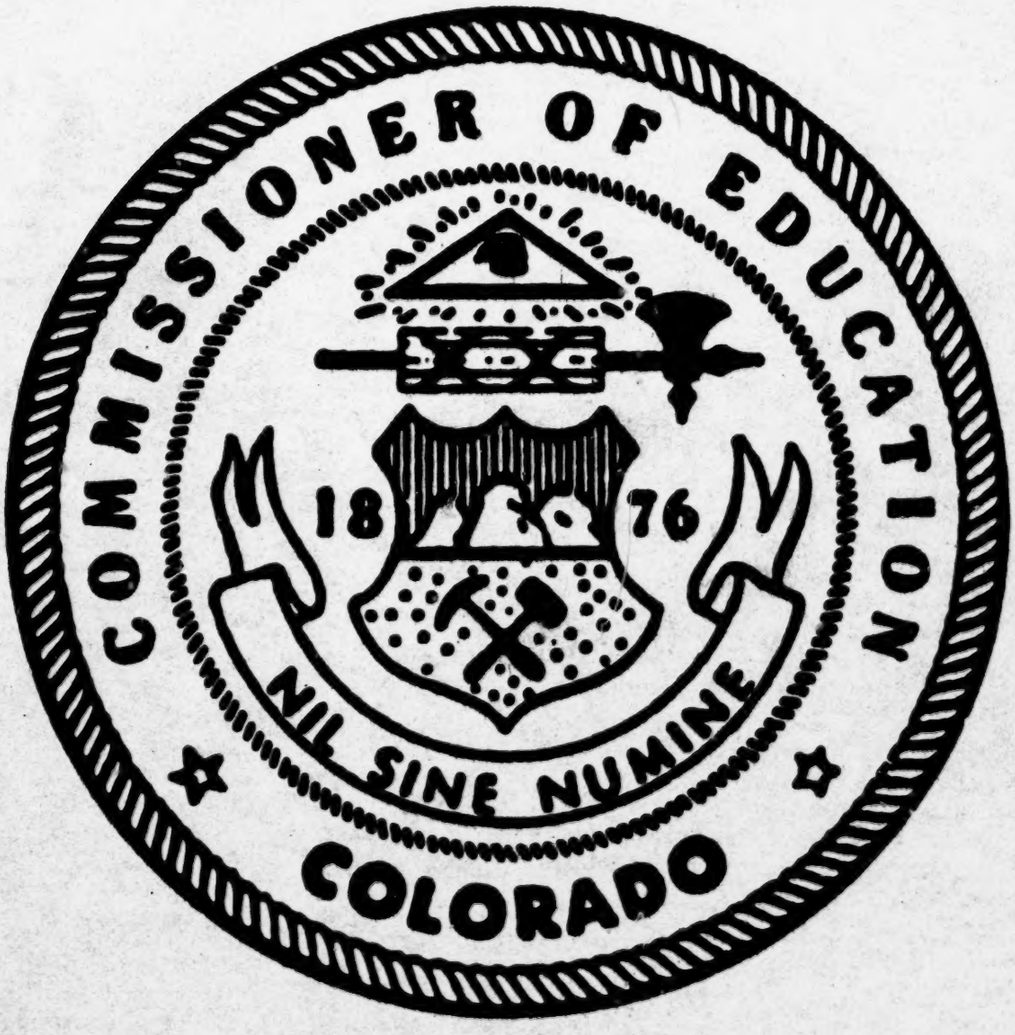
COLORADO STATE PLAN

for

ADULT BASIC EDUCATION



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COLORADO DEPAPARTMENT OF EDUCATION
Byron W. Hansford, *Commissioner*
DENVER — 1967

COLORADO STATE PLAN

FOR

ADULT BASIC EDUCATION

Under Provisions of

ADULT EDUCATION ACT OF 1966
(P.L. 89-750: November 3, 1966)

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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Colorado Department of Education

Byron W. Hansford, Commissioner

Denver, Colorado
May 1967

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State Plan for the Adult Basic Education Program
under the Adult Education Act of 1966

Submitted by the State of Colorado in accordance with the provisions of the Adult Education Act of 1966 and the Regulations promulgated thereunder.

Submitted by Colorado Department of Education

on May 15, 1967.

By Byron W. Hansford
Byron W. Hansford
Commissioner of Education

To be completed by the Office of Education:

Date on which State Plan was received by the Commissioner: _____

Date on which plan or amendment is effective: _____

By _____

Title _____

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INTRODUCTION

One of the most pressing problems in Colorado is the need for adult and continuing education programs. Opportunities available in the state for comprehensive adult education, of which adult basic is an integral part, are in their infancy.

While many educators were sharply aware that the U.S. Census of 1960 reported that 47.9 of all adults in Colorado over 25 years of age lacked a high school diploma and that over 250,000 adults had no more than eight years of formal education, few districts undertook programs. Lack of finances, lack of qualified personnel, and lack of training opportunities in institutions of higher learning made the problem difficult to attack.

With the funding of Title II-B of the Economic Opportunity Act of 1964 through the Colorado Department of Education, a cooperative effort was begun by school districts and other agencies to provide adult basic education.

The Adult Education Act of 1966, under which adult basic education is now implemented, provides the same general pattern for conducting this program.

With the approval of this State Plan and with continued leadership from the State and from local educational agencies, Colorado will endeavor to meet the needs of undereducated adults in the State.

1.0 General provisions

1.1 State agency

1.11 Name of State agency. The Colorado Department of Education is hereby named by the State Board of Education as the sole agency responsible for the administration of this Plan.

1.12 Official title of officer. The Commissioner of Education of the Colorado Department of Education shall be the official authorized to submit a State Plan and amendments thereto.

1.13 Authority to administer. This State Plan is to be administered under the supervision of the State Board of Education. The Colorado Department of Education will have sufficient staff members to adequately administer this State Plan. The State Board of Education will require records and reports from local educational agencies providing programs under the Adult Education Act of 1966 in such detail as to insure compliance with State and Federal regulations and policies as included in this State Plan. Periodic visitations and consultations will be made by State staff members to each local agency providing a program under this Act to appraise and monitor local programs and to provide supervision as necessary.

(Refer to Appendix A; Section 123-1-7)

1.14 Civil Rights Compliance. The programs under the jurisdiction of this State Plan are subject to the requirements of Title VI of the Civil Rights Act of 1964, P.L. 88-352, 78 STAT. 252, 42 USC, Chpt. 21), which provides that no person in the United States shall on the ground of race, color or national origin be excluded from participation in, be denied the payments of or be subject to discrimination under any program or activity receiving Federal financial assistance. Accordingly, payments made pursuant to the regulations in this part are subject to the regulations in 45 CFR, Part 80, issued by the Secretary of Health, Education and Welfare and approved by the President to effectuate the provisions of Section 601 of the Civil Rights Act of 1964.

1.2 Custody of funds

1.21 Receipt and Safeguarding of Federal Funds. The State Treasurer, State Capitol Building, Denver, Colorado 80203, is the official who has been legally authorized to receive and have custody of Federal funds allocated to Colorado for activities under the State Plan.

The State Treasurer is authorized to receive any monies accepted pursuant to the provisions of Section 123-1-8, Colorado Revised Statutes 1963, as official custodian thereof and shall disburse said monies upon the order of the State Board of Education. (Refer to Appendix A; 123-1-8)

1.22 Use of Federal funds. The Colorado State Treasurer will disburse Federal funds provided the State under the Adult Education Act of 1966 upon order of the State Board of Education. The State Board of Education shall be responsible for expending of funds received under the Act and said Board will administer the funds solely for the purpose stated in the Act and in accordance with State and Federal rules and regulations.

The State Board of Education will utilize Federal funds received under the act solely for the purposes for which granted and any such funds not so expended including any amounts lost or diverted to other purposes, shall be reimbursed to the U. S. Office of Education.

1.3 Organization. Refer to Appendix B for organizational chart of the Colorado Department of Education which operates under the State Board of Education. The organization of State government in Colorado is structured into three arms of government--legislative, judicial, and executive. In the executive arm of government under the Office of Governor, the below listed departments are located: education, institutions, health, general welfare, revenue, administrative, service, business, commerce, regulatory, professional and occupational licensing, public safety, natural resources, agriculture, and highways.

Plan Section Number 1.3

State: Colorado

The Colorado Department of Education, located in the executive arm of state government, consists of the State Board of Education, the Commissioner of Education, and the Department staff. Colorado's Constitution provides: "The general supervision of the public schools of the state shall be vested in a board of education whose powers and duties shall be as now or hereafter prescribed by law." (Article IX, Section 1, as amended in 1948.)

Among the responsiblities, as prescribed in legal statutes, the Colorado State Board of Education is required "to appraise the work of the commissioner of education, the state department of education, and the public school system, and to submit recommendations for improvements to the governor and the general assembly....to distribute state and federal apportioned school funds..."

Members of the State Board are elected officials, serving without pay. One is elected from each of the four congressional districts and one is elected at large. The Board of Education is the policy-making and supervisory body of public education in Colorado and, as such, its rules and regulations carry the force of law.

1.4 Personnel

1.41 Director, Division of Adult Education

The Division Director shall be responsible for programs in:

1. Adult High School Completion;
2. Adult Basic Education;
3. General Public School Adult Education;
4. the General Educational Development Testing Program;
5. and Civil Defense Adult Education.

Duties:

-To help local public school and other agency officers and boards understand their responsibilities for building a program of adult education for their citizens and constituents.

-To provide consultant services to local public school and other agency executive officers and local directors of adult education, so that their knowledge and understanding would permit and encourage them to develop a comprehensive and broadly conceived program of adult education opportunities which will serve the educational needs of their adult constituents.

-To serve as a consultant to the colleges and universities in Colorado in encouraging the development of training programs in adult education for prospective school administrators, local directors of adult education and teachers and/or leaders of adult groups.

-To provide administrative and consultant services to the local public school and other agency administrators and their directors of adult education in the specifics

of administrative procedures for adult education, the development of an adult curriculum, systems of keeping records, methods of supervision and evaluative techniques.

-To provide coordination between State organizations and agencies which have as one of their objectives programs of education for adults.

-To evaluate by means of pilot projects, research and experimental projects the adequacy of newer methods, procedures, and materials in the field of public school programs of adult education and community services.

-To provide leadership to local communities in the development of productive school-community relationships utilizing citizen advisory, cooperative and coordinative committees.

-To collect and publish data in the field of adult education for the State of Colorado.

-To develop standards, criteria, and financing procedures for the field of adult education.

-To cooperate with the Division of Accreditation in the development of accreditation standards in adult education.

-To provide leadership in developing programs of adult education specifically related to elementary and secondary education for adults, vocational education for adults, and avocational education and opportunities.

-To serve as secretariat of the State advisory Committee on Adult Education and to be on call to local adult education advisory committees.

Qualifications:

-He shall hold at least a Master's degree.

-He shall have specific training which includes an understanding of the history, philosophy, curriculum, administration, and supervision of adult education. It is desirable that the Division Director shall have had specific training or experience with voluntary statewide organizations and agencies engaged in programs of education for adults.

-He shall have acquired work and professional experience which acquaints him with the current development in the field of adult education.

-He shall have at least three years of experience in education administration and an additional three years of teaching experience, preferably some of which is in adult education.

1.42 Consultant, Adult Basic Education

Duties:

-To assist the Division Director in those duties which are directly related to programs in adult basic education.

Qualifications:

-He shall hold at least a Master's degree or equivalent.

-He shall have acquired work and professional experience which acquaints him with administration, supervision and teaching in adult education, and shall have knowledge and understanding of basic education needs of adults and materials and methods whereby such needs can be met.

-He shall have had at least three years of actual experience in administration, teaching, and/or other aspects of adult education programs which provide adequate understanding necessary to administer and supervise activities developed under this State Plan.

1.5 State and local advisory committees. The Colorado Department of Education will establish a State advisory committee composed of representatives from the below listed agencies:

A) Colorado Department of Education

B) Staff member from the Board for Community Colleges and Occupational Education

C) Migrant Education

D) A state-wide adult education association

E) Labor

F) Welfare

G) Public member(s) at large

Members of the State advisory committee will be appointed by the State Board of Education. Section 123-7-(L) Colorado Revised Statutes 1963 provides that the State Board... appoint such advisory committees as may be beneficial to the improvement of education in the State...

Members of the advisory committee will be appointed for overlapping three year terms. Members may be appointed by the State Board of Education to additional terms.

The advisory committee will select from its members a chairman and vice chairman. The Director of the Division of Adult Education will serve as secretariat to the advisory

committee and will be a member of the executive committee.

The over-all responsibility of the State advisory committee on adult basic education is to advise the State Board and the Department of Education concerning matters pertaining to the operation and improvement of programs conducted under the provisions of the Adult Education Act of 1966.

Meetings of the advisory committee will be called by the Department of Education. The committee will meet at least twice during the fiscal year.

The specific functions of the State advisory committee will be charged to committee members in writing by the State Board of Education.

The State advisory committee under the Adult Education Act of 1966 shall exist only as long as the State Board of Education determines it is necessary.

Each contract made between the State agency and a local agency for the conduction of programs under the Act will require the local agency to establish and utilize a local advisory committee of representative citizens.

These committees, State and local, are especially established advisory groups.

1.6 Program. The Colorado State Plan shall conform to the Adult Education Act of 1966 and to the Rules and Regulations promulgated by the Secretary of Health, Education and Welfare. The definitions stated in the Act will apply in this Plan.

1) "Adult"--any individual who has attained the age of 18.

2) "Adult basic education"--education for adults whose inability to speak, read or write the English language constitutes a substantial impairment of their ability to get or retain employment commensurate with their real ability, which is designed to help eliminate such inability and raise the level of education of such individuals with a view

   a) to making them less likely to become dependent on others,

   b) to improving their ability to benefit from occupational training and otherwise increasing their opportunities for more productive and profitable employment, and

   c) to making them better able to meet their adult responsibilities.

3) The term "local educational agency" means

   a) a public board of education or other public authority legally constituted within a State for either administrative control or direction of public elementary or secondary schools in a city, county, township, school district,

or other political subdivision of a State

b) or such combination of school districts or counties as are recognized in a State as an administrative agency for its public elementary or secondary schools;

c) except that if there is a separate board or other legally constituted local authority having administrative control and direction of adult education in public schools therein, such term means such other board or authority.

4) The term "State educational agency" means the State Board of Education of the Colorado Department of Education.

5) Every effort will be made by the State educational agency to provide grants to a local Board of Education in charge of elementary education in a district or combination of districts for the carrying out of adult basic education therein.

6) If a local board of education in charge of elementary education in a district or combination of districts is unable or unwilling to accept grants for adult basic education classes, a grant may be awarded to other legally constituted authorities as stipulated in the Act. (P.L. 89-750: Title III, Section 306-a-4.)

7) **Grants: Decisions on the establishment of programs** under the Act will be based on the need for the program in terms of population concentration, geographical representation, local initiative, the submitting of a project application, a project proposal and a budget proposal. In addition, the State Plan will encourage the conception of flexible and imaginative programs which reach the persons in those areas or "pockets" of the State with the highest incidence of poverty and greatest educational deficiencies.

In the development of the State's over-all approach to its immediate and severe problems of poverty and illiteracy, the State and local agencies will emphasize:

a) Concentrated attacks in those areas of the State with the highest incidence of poverty and deprivation containing those adults with the greatest educational deficiency.

b) New, imaginative, creative, and effective approaches to identify, recurit and motivate the greatest number of impoverished adults with low educational attainment.

c) The involvement of the students themselves in implementing programs of instruction.

d) Close coordination, interchange of information and ideas, and, where feasible, joint development of programs with Community Action agencies and Work-Experience Programs as well as with other education, health, welfare, manpower training and employment, and public and private organizations within the State, which have a direct contact and concern with the poor and undereducated. (Refer to Welfare Agreement--Appendix D)

e) Use of VISTA and college-work study personnel and other nonprofessionals in appropriate positions.

f) The extent to which operational costs of the program are minimized to give basic education to the greatest number of impoverished adults in the shortest period of time.

8) Local agencies making application to the Colorado Department of Education for funds under the Act must indicate in the project application that first priority will be given to individuals whose academic achievement is at or below the fifth grade level. The application by the local agency must indicate that the curriculum for persons in the program will contain instruction in speaking, reading, writing the English language, arithmetic, and the social sciences.

1.7 **Program criteria to attain objective.**

a) The State agency will serve adults in those geographic areas of the State which have a high concentration of adults in need of basic education which can be provided under provisions of the Adult Education Act of 1966.

b) To the greatest extent possible, the program will serve adults with the greatest basic educational deficiencies which are impairing their ability to obtain employment and become more productive and responsible citizens.

c) To the greatest extent possible, the program will be planned and/or will be conducted in cooperation with Federal, State and local agencies in other programs relating to the antipoverty effort.

d) To the greatest extent possible, the program will utilize qualified professional instructional staff, contact counselors, and other aides at a para-professional level, adequate facilities, equipment, materials, and guidance and counseling services.

e) To the greatest extent possible, the program will provide health information and services according to the cooperative agreement between the Colorado State Department of Public Health and the Colorado Department of Education. (Check Cooperative Agreement Appendix C.)

f) The program will make the strongest possible effort to recruit adults for enrollment according to the established priorities.

g) The program will make the fullest possible use of volunteer help.

h) To the greatest extent possible, the program will incorporate the results of research or new techniques which have been proved effective.

i) Innovative and imaginative instructional methods will be encouraged.

j) Each contract will require effective administration and efficient and economical operation of a local program.

k) The State agency reserves the prerogative to monitor any and all local programs for which it signs a contract and to close any program which does not fulfill the requirements set forth in the contract under the Adult Education Act of 1966 and the State Plan.

l) The State agency has the responsibility to recommend and/or require orientation and/or in-service training sessions for staff members connected with any local programs under contract to the State agency.

1.8 Cooperative arrangements between State educational agency and State health authority.

State Health Authority. The Colorado Department of Education and the Colorado State Department of Public Health have entered into mutual agreement to provide cooperatively for health

information and services for adults in need of basic education. A copy of the agreement including the responsibility of each agency and policies governing the cooperative agreement is attached. (See Appendix C)

1.9 Cooperation in anti-poverty efforts.

The State Educational agency will cooperate to the extent possible with other state agencies and establish agreements for a close working relationship with these agencies in order to assure cooperation with all other adult basic education programs in the State. The interagency cooperation will take place in both developing and carrying out a program of adult basic education in Colorado. The State Educational agency also pledges full support to the structuring and operation of interagency coordinating committees in accordance with the provisions of the Cooperative Area Manpower Planning System. (CAMPS) In order to secure the greatest degree of cooperation with community action programs, work experience programs, manpower training programs, VISTA, work study and other anti-poverty efforts, the State agency shall require that contracts issued under the State Plan must contain the names of all such agencies and other volunteer community agencies with which the local program might be coordinated. The project proposal submitted by the local agency shall give evidence of the relationship existing between the adult basic education program and the relevant agency with a responsibility for anti-poverty efforts.

Plan Section Number 1.9

State: Colorado

The recommendations of the local administrator and his advisory committee will be utilized prior to the establishment of special projects, teacher training or any other special effort in order to avoid unnecessary duplication of services to the local community.

2.0 Special projects, teacher training and research.

2.1 Policies, procedures, criteria and priorities in selection of projects.

The Colorado Department of Education may provide Act funds to be utilized in special projects, teacher training and research. Agencies desiring special projects, teacher training or research funds must submit a proposal to the Colorado Department of Education.

The use of funds for special projects, teacher training and research must meet one or more of the below listed objectives:

a) To develop or demonstrate and test new or different methods, materials, etc., which may be designed to serve particular needs of Colorado's educationally and economically disadvantaged adults.

b) To stimulate development of local programs of adult basic education in certain areas of Colorado in which adult basic education programs have not existed.

c) To develop and/or test techniques of motivation, stimulation of interest, pre-enrollment counseling and other aspects of recruitment of adults.

d) To develop and test an "area" approach in those geographic areas of the State in which separate programs by each local educational agency would not be practical or feasible.

e) To utilize and test special or different educational media in an adult basic education program.

f) To acquire additional information regarding the educational needs of adults in need of adult basic education.

Criteria for selection of special projects, teacher training and research is that the proposal must be designed to meet one or more of the objectives (2.1 a-f) or be directly applicable to other problems of adult basic education.

In addition, selection of special projects, teacher training and research will be made based on these criteria:

a) The results must have potential value to adult basic education and can be utilized in similar programs throughout the State.

b) The projects must be reasonable in cost in terms of expected outcome and comparable to costs of on-going adult basic education programs.

c) The project must be adequately designed and procedures outlined for conducting the project.

d) Projects shall be adequately administered by the agency submitting the proposal and facilities and program must be adequate for the conduct of the project.

Special projects, teacher training and research projects will be approved by the State Board of Education if the below procedures for applying are met:

a) All projects submitted for approval to the Department of Education will be in the form of a proposal which shall include the following information:

Name of agency
Purpose of project
Description
Methods and procedures to be followed
Personnel
Methods of evaluation
Estimate of expenses.

b) Projects submitted will be reviewed by the Adult Education Division of the Colorado Department of Education and those acceptable will be submitted to the Commissioner of Education for approval.

c) All projects will be reviewed in terms of the extent to which they satisfy one or more of the State's Objectives and also meet the Criteria.

d) Priority will be given to those projects that are designed in light of State Plan Objectives and

-The nature and seriousness of the need to be met by the project.

-The anticipated degree to which the project will serve its stated purpose.

-Numbers of adults in need of basic education to be served by the project itself and those who may be more adequately served through utilization of the results or findings.

-The relative cost compared to the potential value to adult education in the project community (or area) and in the State.

Funds available for pilot projects shall be that amount determined by the State Board of Education.

2.2 Criteria and priorities applied to programs at eighth grade and below.

The Colorado Department of Education, shall to the extent possible establish special projects, teacher training, and research programs for persons eligible through provisions of the Act and the State Plan on the below priority basis:

Priority 1--Projects related to persons below the fifth grade competency.

Priority 2--Projects related to the continuation of programs for individuals who have completed programs which would qualify under Priority one.

Rriority 3--Projects related to persons at or above the sixth grade level who have not been in adult basic education.

2.3 Grants to private nonprofit agencies.

Colorado law does not prohibit the State educational agency from making grants to private nonprofit agencies.

3.0 State fiscal control and accounting procedures

3.1 General. Fiscal accounting for the program under the Adult Education Act of 1966 shall be performed by the Internal Accounting Section of the Division of Departmental Administration of the State Department of Education. Complete records of all financial transactions and supporting information will be kept in the files of this section and/or the Adult Education Division. Purchasing for the program will be done through the State Division of Purchases in accordance with State law. The funds for the program will be deposited with the State Treasurer and disbursements will be made by vouchers written and properly recorded in the Section on Internal Accounting of the Department of Education. All related accounts will be reconciled monthly with records in the office of the State Division of Accounts and Control. Reports will be furnished at periodic intervals to the administrative personnel on the program. Accounting and records shall be maintained in accordance with Chapter 3, Colorado Revised Statutes 1963, the State Administrative Code.

3.11 Payments

The Federal share of expenditures to carry out this State Plan may be used to cover up to ninety per centum of the allowable expenses. For the fiscal year ending June 30, 1968, the Federal share for Colorado will be ninety per centum.

Local agencies developing a program of adult education under provisions of the Act shall provide that at least ten per centum of the total allowable costs of their program shall be borne in cash. In special cases of extreme hardship, the matching by the local agency may be waived by the State Board of Education.

3.2 Accounting basis and authority. The State of Colorado operates on an obligation basis. A commitment of funds by purchase order, contract, travel order, or other legal authorization constitutes an expenditure. Expenditures shall be charged to the fiscal year in which the obligation is incurred. Any bona fide commitment must be liquidated within 90 days after the close of the fiscal year to which it is to be charged unless special arrangements are made with the State Division of Accounts and Controls to hold the encumbrance for a longer period. Time limits for liquidation are determined by State Controller's regulation.

3.3 Adequacy of records. State and local agencies receiving Federal funds under the Act shall keep accessible and intact all records supporting claims for Federal grants or relating to the accountability of the grantee agency for expenditures

of such grants and of matching funds, until notified of the completion of program reviews and of the fiscal audit covering such records. Records supporting the accountability for and disposition of nonconsumable equipment costing $100 or more purchased under the State Plan (whether from Federal or matching funds) shall be maintained for three years or until audited by representatives of the Department of Health, Education and Welfare.

Items of equipment, each initially costing $100 or more, shall be properly inventoried and records maintained regarding the equipment's location, utilization, and value. Under provisions of the Federal Rules and Regulations, the disposition of non-consumable equipment will be in accordance with Section 166.35.

3.4 Location and availability of records. Refer to Section 3.1 of the State Plan and to Chapter 3, Colorado Revised Statutes 1963, the State Administrative Code.

3.5 Audit of expenditures.

State audit of State accounts. The accounts of the Colorado Department of Education are audited by the State auditor. These audits will be made annually and copies of such audits will be available in the office of the State agency.

Audit of participating agencies' accounts. The accounts of the participating agencies will be audited by an independent certified public account. These audits will be made annually and copies of such audits will be available in the office of the State agency.

3.6 Disbursement of funds.

3.61 Basis of disbursement of funds. Funds will be paid to participating agencies under the State Plan on the basic of (1) a reimbursement for actual expenditures within the limits of the contract; (2) an advance prior to the expenditure of funds at the discretion of the State agency; or (3) both. All reimbursements and/or advances must be requested on forms for this purpose provided by the State agency.

3.62 Title of disbursing officer. The official title and address of the officer who will have authority to authorize expenditures under the Plan is:

The Commissioner of Education
for the State Board of Education
Colorado Department of Education
530 State Office Building
Denver, Colorado 80203

Plan Section Number 4.0

State: Colorado

4.0 Policies and procedures for State agency administrative review and evaluation.

The State agency will systematically and periodically review all procedures being utilized to administer the adult basic education program in terms of the objectives set forth in the State Plan. The State agency will develop procedures for administrative and program review and require supportive records from agencies conducting programs. The State agency will encourage the local administrators of programs contracted for under the State Plan to make systematic and periodic evaluations of their projects in terms of the objectives set forth in their project proposal. The State agency shall make periodic field checks to evaluate local programs in terms of the objectives set forth in the State Plan and the local proposal.

All appropriate procedures for making evaluations and collecting pertinent information regarding the status and progress of the program at both the State and local levels will be utilized.

5.0 Reports

The Colorado Department of Education will gather, prepare, and submit to the U.S. Commissioner of Education reports and other information as described in Section 166.47 of the Regulations.

The State agency will meet the provisions of Section 166.40 (Retainment of records) of the Regulations.

6.0 Amendment

Any amendments necessary to update or to reflect other relevant changes in the Colorado Department of Education, State Laws, etc. will be submitted and certified in the same manner as the State Plan.

7.0 Legal Authority

Laws directly pertaining to the Colorado State Plan under the provisions of the Adult Education Act of 1966 are listed below. These laws may be found in the Colorado Revised Statutes of 1963 and 1966 Session Laws of Colorado. The official copy of the Colorado State Plan shall be submitted to the U.S. Office of Education with a copy of the Statutes.

Specific sections are:

Article IX, Constitution of Colorado, Education

Article 6, Chapter 3, Colorado Revised Statutes 1963
(Department of Treasury)

Article 8, Chapter 3, Colorado Revised Statutes 1963
(Department of Auditing)

Article 9, Chapter 3, Colorado Revised Statutes 1963
(Department of Law)

Article 21, Chapter 80, Colorado Revised Statutes 1963
(Antidiscrimination in Employment)

Chapter 66, Colorado Revised Statutes 1963
(Health)

Sections 123-1-1, 123-1-14, 123-6-5, 123-17-1, 123-17-3, 123-17-4, 123-30-9, 123-30-10, 123-30-19, 123-30-23, 123-32-14, and 123-32-15 Colorado Revised Statutes 1963.

Article 33, Chapter 123, (Financial Accounting and Reporting)

Plan Section Number 8.0

State: Colorado

8.1 CERTIFICATION OF STATE PLAN BY OFFICIAL OF THE STATE AGENCY AUTHORIZED TO SUBMIT THE STATE PLAN

STATE OF COLORADO

I hereby certify that the attached State Plan was duly adopted by the State agency on May 9, 1967, and will constitute the basis for participation of the State of Colorado under the Adult Education Act of 1966.

May 10, 1967
Date

Byron W. Hansford
Commissioner of Education

Plan Section Number 8.0

State: Colorado

Certification by State Attorney General designated in accordance with State law to advise the State agency on legal matters.

STATE OF COLORADO

I hereby certify that the Colorado Department of Education, the State agency named in the plan, is the sole State agency for administration of the plan or for supervision of the administration of the plan and that such State agency has authority under State law to develop, submit, and administer or supervise the administration of the plan; that the official title of the officer authorized to submit the State Plan is the Commissioner of Education; that the State Treasurer has authority under State law to receive, hold and disburse Federal funds under the State Plan; and that all provisions contained in the Plan are consistent with State law and that all copies of laws, citations to pertinent laws, and interpretations thereof relative thereto are included in the plan and are correct.

May 18, 1967
Date

Duke W. Dunbar
Attorney General

APPENDIX A

AUTHORITY OF STATE BOARD OF EDUCATION

Colorado School Laws 1966
Chapter 123

123-1-6. State Board--duties.--(1) (a) The state board shall have and perform the following duties:

(b) To exercise general supervision over the public schools of the state and the educational programs maintained and operated by all state governmental agencies for persons who shall not have completed the twelfth grade level of instruction;

(c) To appoint a commissioner of education;

(d) To appraise the public schools and submit recommendations to the governor and general assembly for improvements in education;

(f) To order the distribution or apportionment of federal and state moneys granted or appropriated to the department for the use of the public schools of the state, except moneys granted or made available to another agency specifically designated;

(h) To perform any other duty which may be required by law.

123-1-7. State board--powers.--(1) (a) The state board is hereby vested with powers to perform the following:

(b) To perform all duties which may be delegated to it by law;

(d) To promulgate and adopt policies, rules, and regulations concerning general supervision of the public schools, the department, and the educational programs maintained and operated by all state governmental agencies for persons who shall not have completed the twelfth grade

level of instruction;

(f) To create, maintain, and modify from time to time, such administrative organization for personnel of the department as may be deemed necessary or beneficial;

(g) To provide consultative services to the public schools and boards of education of school districts;

(i) To accept gifts, grants, and donations of any nature for the use of the department or the public schools in accordance with conditions prescribed by the donor; provided, that no gift, grant, or donation shall be accepted if the conditions attached thereto require the use or expenditure thereof in a manner contrary to law;

(j) To prepare, approve, and implement plans necessary as a prerequisite to the receipt of federal moneys or property under any act of Congress for the use of the public schools of the state, except moneys granted or made available to another agency specifically designated;

(l) To appoint such advisory committees as may be beneficial to the improvement of education in the state;

(m) To cooperate with other agencies either within or without the state for the improvement of education;...

123-1-8. Federal financial assistance.--(1) The state board of education is hereby authorized to accept, use, and administer all moneys and properties heretofore and hereafter granted or made available to the state or any agency thereof for an educational purpose, except those moneys and properties granted or made available for such purpose to another such agency specifically designated.

(2) In the event it shall be necessary to execute a formal agreement with a federal agency or officer as a condition precedent to receiving federal moneys or property pursuant to subsection (1) of this section, the state board is authorized to execute such an agreement, with the approval of the attorney general, provided such agreement shall not be inconsistent with law.

(3) The state treasurer is authorized to receive any moneys accepted pursuant to the provisions of subsection (1) of this section as official custodian thereof, and shall disburse said moneys upon the order of the state board.

Effective March 1, 1967

Colorado Department of Education

COMMISSIONER OF EDUCATION, BYRON W. HANSFORD

Executive Assistant to the Commissioner
Ronald L. Smith

OFFICE OF ADMINISTRATIVE SERVICES
Assistant Commissioner, Raymond A. McCaleb

- Division of Accreditation
  - Director, Rolland G. Ferrell
    - Consultant, James L. Fike
    - Consultant, Robert M. Hall
- Division of Education Beyond High School
  - Director, George Hudson
    - Adult Education for Civil Defense
      Consultant, L. M. Hardin
    - Junior Colleges
      Consultant, Rose Leonard
  - Adult Education
    Section Head, Clara A. Cox
    - Adult Basic Education
      Consultant, Mrs. Virginia Banks
- Division of Legal Services
  - Director, D. Reese Miller
- Division of Organization and Management
  - Director, Stanley A. Leftwich
    - Boards of Cooperative Services
      Consultant, Ray C. Richardson
    - Boards of Cooperative Services
      Consultant, Elmer L. Rockhold
    - Budgeting
      Consultant, Paul G. Rohlfes
    - Fiscal Planning
      Consultant, C. L. Simmons
    - School Buildings and Transportation
      Consultant, Neal W. McCormick
- Division of School Food Services
  - Director, Charles W. Isley
    - Nutrition Education
      Section Head, Mrs. Joyce S. Clay
- Division of Teacher Education and Certification
  - Director, Otto G. Kolb
    - Teacher Certification
      Section Head, Miss Sharon Goodrich
      - Student Teaching and Teacher Education Study
        Consultant, Ronald A. Bennett

OFFICE OF INSTRUCTIONAL SERVICES
Assistant Commissioner, Leo P. Black

- Division of Elementary and Secondary Education
  - Director, John F. Haberbosch
    - Conservation Education
      Consultant, Eugene H. Harrington
    - Gifted and Creative Student Programs
      Consultant, Irving S. Sato
  - Elementary Education and English
    Section Head, Mrs. Lois M. Rath
    - Early Childhood Education
      Consultant, _____
    - Elementary Education
      Consultant, Robert F. Chouvenet
    - English
      Consultant, Leonard P. Landry
  - Secondary Education and Social Studies
    Section Head, _____
    - Health, Physical Education, Safety and Driver Education
      Consultant, John C. Thompson
    - Secondary Education
      Consultant, Herbert G. Wenger
    - Social Studies
      Consultant, George A. Ela, Jr.
  - Mathematics and Science
    Section Head, Glen M. Sharpe
    - Mathematics
      Consultant, John J. Fisher
    - Modern Foreign Languages
      Consultant, Miss Dorothy D. Dubon
    - Science
      Consultant, James M. Metsabel
- Division of Guidance Services
  - Director, Gerald F. Ulrich
    - Consultant, Earl R. Reeves
    - Consultant, Ray M. Ross, Jr.
    - Consultant, J. W. Ballenger
    - Consultant, Mark C. Rugen
    - Consultant, Harold L. Hoyt
- Division of Research and Development
  - Director, Lewis R. Crum
    - Consultant, Christine C. Pipho
    - Consultant, _____
    - Colorado Western States Small Schools Project
      Section Head, Edwin P. Hildebrand
    - Designing Education for the Future Project
      Section Head, Russell B. Vlaanderen
- Division of Special Education Services
  - Director, John A. Dyben
    - Educationally Handicapped
      Consultant, Anne Welch Carroll
    - Mentally Handicapped
      Consultant, James A. Gradisar
    - Physically Handicapped
      Consultant, Claude A. Stevens
    - Public Law 88-164
      Consultant, Anthony J. Paolucci
- Division of Title I ESEA and P.L. 815-874
  - Director, Ward M. Vining
    - Consultant, Fred A. Arguello
    - Consultant, Neil Gore
    - Consultant, Fred E. Holmes
    - Consultant, Victor D. Wall
    - Education of Migratory Children
      Consultant, Ray McConnee

OFFICE OF PLANNING SERVICES
Asst. Commissioner (acting), E. Dean Coon

- Division of Statistics and Data Processing
  - Director, Charles L. Bostrom
    - ADP Coordinator (State) _____
    - Statistical Analysis
      Consultant, Mrs. Lynne Murphy
  - Planning and Analysis:
    - Data Processing
      Consultant, _____
    - Systems Analyst, Walt Bibler
    - Systems Analyst (Testing) _____
  - Data Base Management:
    - Systems Analyst, Paul Scully
  - Midwestern States Educational Info. Project
    State Coordinator, Lowell Elisha
  - School Finance
    Section Head, Charles E. Hathaway
- Division of Departmental Administration
  - Director, Mrs. Helen H. Downing
    - Senior Accountant, Gwen Lee
    - Junior Buyer, William A. Simpson
- Division of Publications and Public Information
  - Director, E. Dean Coon
    - Publications
      Consultant, K. Douglas Bennett
    - Writer, Alice G. Schuster
- Division of Urban Education
  - Director, Chester Riley
    - Urban Education Project*
      - Associate Director, _____
      - Sociologist, _____
      - Psychologist, _____
- Project Public Information: Mountain/Plains*
  - Regional Coordinator, Milton H. Hoffman

Division of Library Services—State Library
Director, Gordon L. Bennett (Deputy State Librarian)

- General Administration
  Administrative Asst. (Institutional Consultant), _____
  - Audio-Visual and Adult Education Consultant
    Mrs. Erma H. Shubert
  - Buildings Consultant
    Lawrence V. Mott
  - Library Grants Coordinator
    Mrs. Ethel A. Altenbach
  - Public Library Fiscal Consultant
    Mrs. Cora Cobb
- General Services
  Assistant Deputy Librarian, Mrs. Sarah L. Judd
  - Cataloger
    Miss Anne J. Armstrong
  - Loans Librarian
    Mrs. Esther B. Snyder
  - Young People's Librarian
    Miss Frances M. Shea
- Public Library Services
  Coordinator, Mrs. Evelyn S. Brewster
  - Area Library Supervisor
    Mrs. Joan F. Bishop
  - Area Library Supervisor
    Miss Hazel Graves
  - Area Library Supervisor
    Mrs. Maurice Field
  - Area Library Supervisor and Western Branch Librarian
    Mrs. Dorothy Lipes
  - Supervising Librarian
    _____
- School Library Services
  Project Director Title II ESEA, Arthur P. Ludka
  - School Library Supervisor
    Miss Roberta E. Young
  - Supervising Librarian
    Mrs. Joan Hannigan
  - Librarian
    Miss Leona R. McCune
  - Instructional Materials Center
    Director, Lee Grass
  - Librarian
    Mrs. Ilka Maria Vista

- Designing Education for the Future
  An Eight-State Project*
  - Director, Edgar L. Morphet
  - Assoc. Director, Charles O. Ryan

*These are semi-autonomous units whose operations are governed by separate policy boards.

APPENDIX C

COOPERATIVE AGREEMENT

COLORADO DEPARTMENT OF EDUCATION
and
COLORADO STATE DEPARTMENT OF PUBLIC HEALTH

It is hereby agreed that the Colorado Department of Education and the State Department of Public Health will cooperate and assist each other to the maximum extent possible in the provisions of health information and services and basic education for those adults in Colorado whose low educational level and inability to read and write is an impairment of their ability to meet their adult responsibilities and achieve satisfactorily in today's society.

Responsibilities of the Colorado Department of Education under this agreement:

1. To provide adult basic education and other programs and services in accordance with their State Plan.

2. To provide health information as part of the course content in programs of instruction, pilot and demonstration projects, and in teacher training.

3. Assist in the development of health information in such form as it can effectively be used in adult basic education programs of instruction.

4. Will refer adults in need of basic education who also need health information or service to proper health authority or agency.

5. To interpret to the extent possible, State health policies, procedures and services to adults in need of basic education as best serves the needs of the State Department of Public Health in carrying out its responsibility as the State health agency in Colorado.

Responsibilities of the State Department of Public Health under this agreement:

1. To assist in identification of needs for health information of adults in need of and/or enrolled in adult basic education programs.

2. To identify priorities of needs for such health information.

3. To identify specialized or particular needs of health information by adults in need of adult education in various geographic areas within the State or within various ethnic or other groups.

4. To provide consultative services or otherwise assist in the development of health information in such form that it can be most effectively used in adult basic education programs of instruction.

5. To identify insofar as is possible sources of health information and services available in the State to adults in need of education.

6. To assist in identification and referral of adults in need of adult education to appropriate available programs of instruction.

7. To assist in identification of needs for health services of those adults in need of adult education and assist in identifying sources of assistance.

8. To provide consultative services and medical advice to the Colorado Department of Education in connection with providing adult education to all adults in need of such education with particular attention to those persons with special handicaps.

9. The above listed services will be provided by the State Department of Public Health or its local health agencies at no cost to other State or local agencies participating in programs and activities under this State Plan or to individuals enrolled in classes or other instructional programs under this State Plan.

Mutual responsibilities:

1. Each of the two State agencies will assure cooperation in terms of this agreement by appropriate local education and health agencies.

2. The Colorado Department of Education and the Colorado State Department of Public Health will work together to the extent possible in all aspects of adult education under this State Plan.

/s/ Byron W. Hansford
Commissioner of Education

May 2, 1967
Date

/s/ Roy L. Cleere
Director, State Department of Public Health

May 8, 1967
Date

APPENDIX D

COOPERATIVE AGREEMENT

COLORADO DEPARTMENT OF EDUCATION
and
COLORADO STATE DEPARTMENT OF PUBLIC WELFARE

THIS AGREEMENT is made between the Colorado Department of Education, hereinafter referred to as CDE, and the Colorado State Department of Public Welfare, hereinafter referred to as the Department, pursuant to amendments to the Federal Social Security Act of 1962 pertaining to applicants for or recipients of Aid to Dependent Children of Unemployed Parents, hereinafter referred to as ADC-U, and to individuals selected as candidates for work experience programs, hereinafter referred to as Title V Participants, in accordance with Title V of the Federal Economic Opportunity Act; Public Law 88-452, and any appropriate experimental demonstration or pilot programs evolving from or based on 42-USCA 1315 (Section 1115, Title XI, of the Social Security Act, as amended).

It is the purpose of this agreement to facilitate closer cooperation between CDE, which is designated to administer programs according to Adult Education Act of 1966; P.L. 89-750, and the Department (the Agency responsible for supervision of administrative activities of local units of Public Welfare) so that the applicants for or recipients of ADC-U and Title V participants may receive education, training, and retraining for the purpose of making them employable. To this end the following cooperative arrangements are agreed to:

1. Both agencies shall help in identifying individuals who need education and training and shall stimulate interest in the program in every way possible.

2. The CDE will be responsible for determining the education level of all enrollees.

3. CDE shall consult with the Department on the educational services available in each county and the funds available for their establishment. Title V participants shall recieve a monthly allotment to cover the expenses of textbooks, workbooks, and consumable items. No tuition or fees may be charged to any enrollee.

4. If funds are made available, the Department may provide money for the payment of teacher time when Adult Education Act monies for a county have been exhausted.

5. The Department and CDE shall exchange information freely for the purpose of furthering education toward employability.

6. The Department shall be solely responsible for financial assistance to or for the determination of eligibility for assistance to Title V participants and ADC-U recipients.

7. CDE shall be responsible in all matters pertaining to arrangements for carrying on adult basic education classes for training teachers for these classes, and for course content.

THIS AGREEMENT becomes effective this eighth day of May, 1967, and shall remain in effect until terminated by written notice of either party concerned.

Approved:

/s/ John A. Love
Governor

/s/ Byron W. Hansford
Commissioner
Colorado Department of Education

/s/ Con F. Shea
State Controller

/s/ Charline Birkins
Director
State Department of Public Welfare

/s/ Louis S. Middlemist
State Purchasing Agent

Approved as to form:

/s/ Duke W. Dunbar
Attorney General

ERIC Clearinghouse
MAR 14 1968
on Adult Education